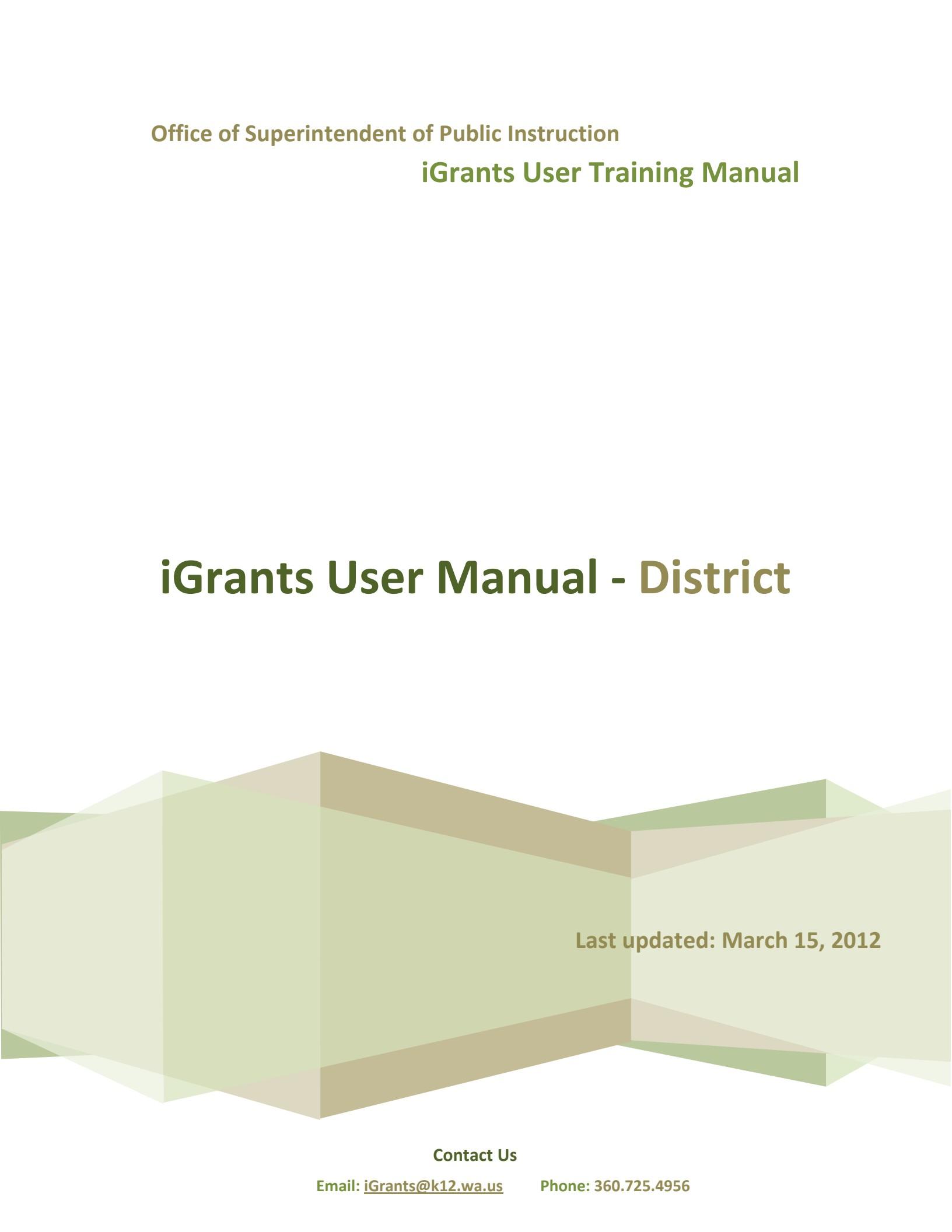


Office of Superintendent of Public Instruction

## iGrants User Training Manual

# iGrants User Manual - District



Last updated: March 15, 2012

### Contact Us

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## Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), agreements, and end-of-year reports.

## Training Manual Purpose

In an effort to make iGrants a more user-friendly system, enhancements are ongoing. This training manual serves as an introduction to operate the upgraded iGrants system.

This manual is structured so that one can work at his/her own pace by following the system navigation steps. Screenshots are provided to illustrate the various iGrants processes.

## Audience

All non-OSPI iGrants users can use this training manual to learn how to operate the iGrants system and generate budget reports and exports.

## Gaining Access to iGrants

The procedures for gaining access to iGrants are listed below.

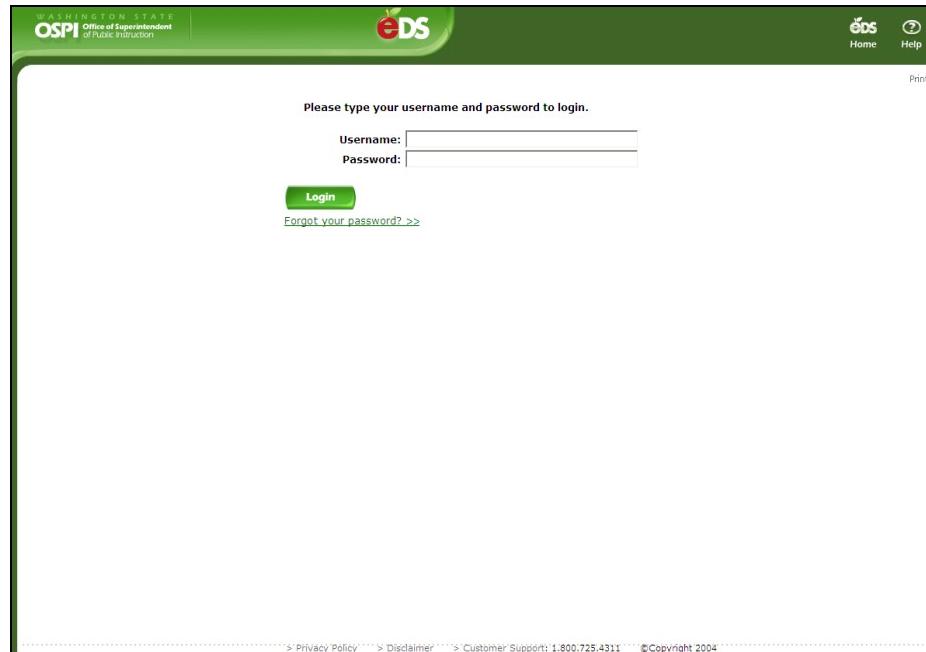
- **School Districts:** All users must contact their district security manager. A list of district security managers is located on the iGrants home page under the **Obtain User Login Credentials** link.
- **All other organizations** (listed below) must contact OSPI Customer Support by calling **(800) 725-4311, Option #1** or emailing [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us).
  - ❖ **Educational Service Districts**
  - ❖ **Non-Profit Organizations**
  - ❖ **Colleges and Universities**

## 1. Logging Into iGrants (All Users)

- From the EDS Login screen, type your **Username** and **Password** and click **Login**.  
The EDS Home page opens.

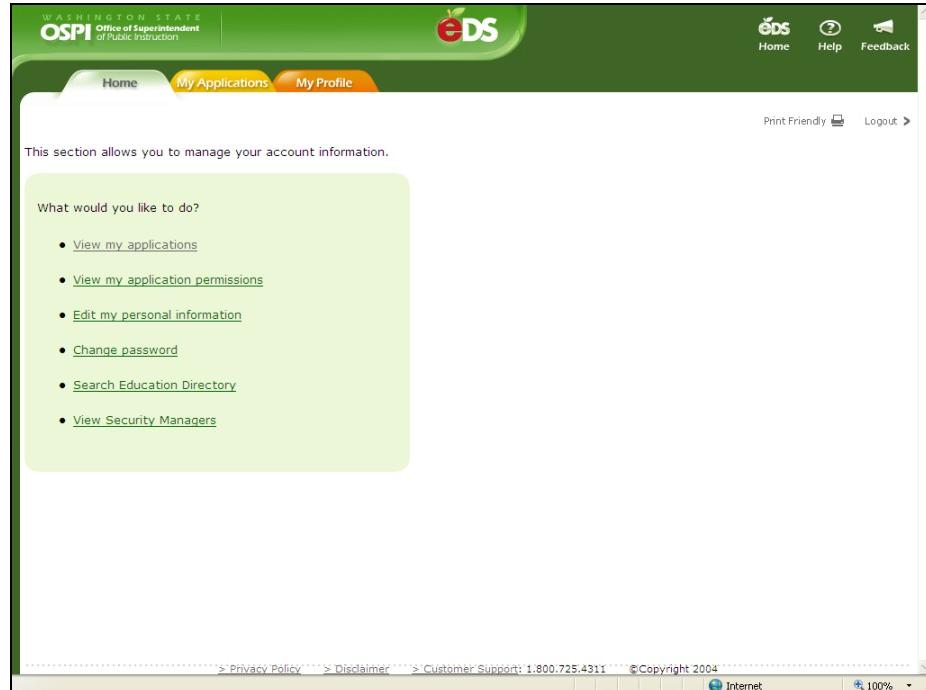
The URL to use is:

[https://eds.ospi.k12.wa.us/  
Login.aspx](https://eds.ospi.k12.wa.us/Login.aspx).



The screenshot shows the EDS login page. At the top, there's a green header bar with the OSPI logo and the word "eDS". On the right side of the header are links for "Home", "Help", and "Print". Below the header, a message says "Please type your username and password to login." There are two input fields: "Username:" and "Password:". A "Login" button is located below the password field. To the right of the password field is a link "Forgot your password? >>". At the bottom of the page, there are links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "Copyright 2004".

- From the EDS home screen, click on the **My Applications** tab. The My Application page opens.



The screenshot shows the EDS "My Applications" page. The top navigation bar includes "Home", "My Applications" (which is highlighted in yellow), and "My Profile". On the right side of the header are links for "Print Friendly", "Help", and "Logout". The main content area has a green background box containing a list of actions:

- View my applications
- View my application permissions
- Edit my personal information
- Change password
- Search Education Directory
- View Security Managers

At the bottom of the page, there are links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "Copyright 2004". The status bar at the bottom right shows "Internet" and "100%".

- From the My Applications screen, click on the link to the **iGrants** application.

**Note:**

- Each user's My Application List will contain different links. If yours is missing the **iGrants link**, contact your district's data security manager (districts only) or OSPIs Customer Support (all other organizations) at 1.800.725.4311, Ext. 1 and ask to be given iGrants access.

The screenshot shows a web interface titled "Test Web Server". In the top right corner, there are links for "Home", "Help", and "Print Friendly". On the left, a sidebar lists navigation options: "Application List", "Application Roles", "Education Directory", "EDS Directory", and "Security Manager List". The main content area is titled "My Applications" and contains a section titled "My Application List". A table displays a list of applications with their names in green boxes: "Education Data System", "Electronic Certification", "Events Manager", "iGrants", and "NBPTS Scholarship". At the bottom of the page, there are links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and copyright information "©Copyright 2004 - 2007".

- Clicking iGrants on the My Application page displays the iGrants home page screen. You can click on **Login to iGrants** to go into the iGrants application. (If you have already logged into the EDS system, you are not required to login again.)

**Notes:**

- From the iGrants login page, **set a bookmark** to make future logins quicker.
- The EDS applications – which include iGrants – are designed to use **Internet Explorer 6.0** or greater as the Web browser. It is best not to use other browsers. See Appendix A for details about browser settings.

The screenshot shows the iGrants home page. At the top, there are links for "eds Home", "iGrants Home", and "Feedback". The main content area has a section titled "I Need To..." with a list of links: "Login To iGrants", "Obtain user Login Credentials", "Get My Questions Answered", and "Get a list of form package contacts". There is also a thumbnail for "Narrated Tutorials". Below this are four columns: "Message Center" (with "Message Center 6 New" and "Alert! 0 New Funding Opportunities"), "Topics" (with links to "Inventory of Form Packages", "Allocations", "Indirect Rates", and "Carryover"), "Resources" (with links to "Assurances", "General Resource Information", and "Other Funding Opportunities"), and "Customer Service" (with links to "Take Our Quick Survey" and "Contact Us with Technical Issues"). At the bottom, there is a link for "Current Users: 1" and a footer with links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and copyright information "©Copyright 2004 - 2007".

## 2. iGrants Home Page

### 2.1 I Need To...

1. Depending upon what you need to do, you can navigate to various pages by clicking the appropriate link from iGrants home page.

#### Notes:

- Clicking **Login to iGrants** would take you to the iGrants login page.
- Clicking the following links will display pages with corresponding information:
  - **Obtain user Login Credentials**
  - **Get My Questions Answered**
  - **Get a list of form package contacts**

The screenshot shows a web browser window with a green header bar. The header contains the text 'Test Web Server' on the left, the 'iGrants' logo in the center, and navigation links 'eds Home', 'iGrants Home', 'Feedback', and 'Logout' on the right. Below the header, a green banner reads 'Get My Questions Answered'. A 'Back' button is located in the top right corner of this banner. The main content area lists several links:

- Frequently Asked Questions
- Questions on content of the Application/RFP/Report pages
- Obtain user Login Credentials
- Technical Questions for iGrants (I have reviewed the narrated tutorial but still have a question)
- How to contact the Grants Claims Section

### 2.2 Message Center

1. Clicking the **Message Center** link on iGrants home page displays the Message Center page. This page is used to display any New, Current, or Archived messages.

#### Notes:

- Click on the appropriate link (**New**, **Current**, or **Archived**) to see messages.
- Click the **Print** icon to print the page.

The screenshot shows a web browser window with a green header bar. The header contains the text 'Test Web Server' on the left, the 'iGrants' logo in the center, and navigation links 'eds Home', 'iGrants Home', 'Feedback', and 'Logout' on the right. Below the header, a green banner reads 'The Message Center'. A 'Back' button is located in the top right corner of this banner. The main content area displays a message card:

**Date: 7/26/11**  
**Message: 76 (2011-12 System)**

The following form package has been added to the list of available iGrants form packages.

**Title I Part C Ed. of Migrant Children EOY (Summer Program)**  
Form Package 249  
**Purpose:**  
Report the FTEs funded by Title I Part C Migrant Education during the summer months and evaluation results as compared to approved application.  
**Eligible Subgrantees:**  
School District  
**Due Date:** 9/15/11

## 2.3 Topics

- The iGrants home page also displays links to the following Topics:

- ❖ **Inventory of Form Packages**
- ❖ **Allocations**
- ❖ **Indirect Rate**
- ❖ **Carryover**

### Notes:

- Clicking the **Inventory of Form Packages** link displays a list of form package types.
- Use the fiscal year drop-down to see form packages from prior years.

- Clicking the link for **form package type or organization** on the Inventory of Form Packages page displays the form package details and the contact information.

### Note:

- Click the **Back** button to go back to the inventory page.

FP ID	FP Name/Profile	Type	Audience	Program Area	Status	Activation Date	Due Date	Funding Amounts	OSPI Program Contact	Grant Analyst	Budget Information
221	<a href="#">Educational Leadership Intern Program</a>	State	School Grant District	Principals Association	Open	6/16/2011	8/12/2011	Linda Thomas AWSA 360.357.7951 linda@awsa.org	Staci Brooks Director, Grants Management 360.725.6278 staci.brooks@k12.wa.us	<a href="#">Go</a>	
409	<a href="#">Full-Day Kindergarten (Pasco Only)</a>	State	School Grant District	Early Learning	Open	6/22/2011	7/15/2011	Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		<a href="#">Go</a>	
359	<a href="#">Full-Day Kindergarten (Renewal)</a>	State	School Grant District	Early Learning	Open	6/10/2011	6/27/2011	Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		<a href="#">Go</a>	
217	<a href="#">Highly Capable Students Program</a>	State	School Grant District	Highly Capable	Open	6/9/2011	7/1/2011	Gaye Pauley Director 360.725.6100 gaye.pauley@k12.wa.us	Steve Shish Apportionment Steve.Shish@k12.wa.us	<a href="#">Go</a>	
218	<a href="#">Learning Assistance Program (LAP)</a>	State	School Grant District	Special Programs and Federal	Open	6/3/2011	7/1/2011	Jody Hess Program Supervisor 360.725.6230 Jody.Hess@k12.wa.us	Sandy Benedetti Program Support 360.725.6101 sandy.benedetti@k12.wa.us	<a href="#">Go</a>	
								Gaye Pauley Director 360.725.6100	Steve Shish Apportionment Steve.Shish@k12.wa.us	<a href="#">Go</a>	

3. Clicking the **FP Name/Profile** link or [Go](#), the page refreshes to display the form package profile page.

The screenshot shows a web browser window titled "Profile - Windows Internet Explorer". The URL is [https://eds.tst.ospi.k12.wa.us/Grants/\(S\(ynw0rb550l30h2xj2ie445\)\)/WebPages/HomePages/FormPackageInventory/Profile.aspx?printable=true&FpI](https://eds.tst.ospi.k12.wa.us/Grants/(S(ynw0rb550l30h2xj2ie445))/WebPages/HomePages/FormPackageInventory/Profile.aspx?printable=true&FpI). The page header reads "iGrants System 2011-12 Form Package Profile" and "Educational Leadership Intern Program State Grant". It includes sections for "OSPI Program Area: Principals Association AWSP" and "Application Information" (Board Approval Required: No) and "Reference URLs and Materials" (N/A). Below these are sections for "Form Package Due Date: Friday, August 12, 2011 5:00 PM" and "Project Period: 7/1/2011 through 6/30/2012". A "Website Addresses" section shows N/A. Under "Eligible SubGrantees", it lists "School District". The "Other Related Information" section also shows N/A. Navigation links at the bottom include "Done", "Internet", and "100%".

4. Clicking the **Allocation** hyperlink on iGrants home page displays the **Allocation Amounts** page. You can also use the drop-down filter to view allocations for prior years or by funding type.

**Note:**

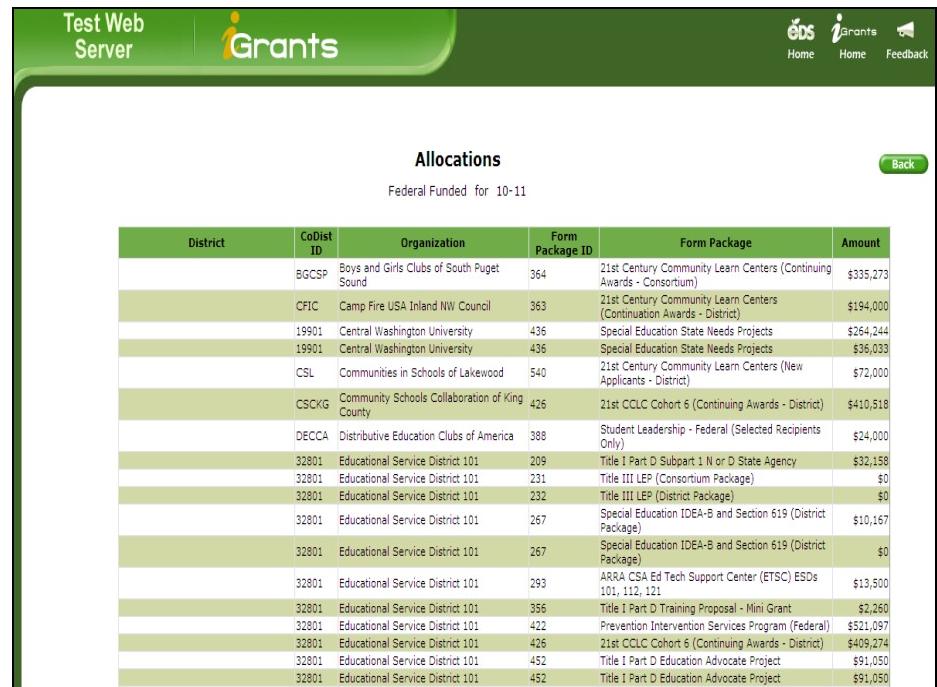
- The fiscal year defaults to the current year.

The screenshot shows the "Allocation Amounts" page from the iGrants system. The top navigation bar includes "Test Web Server", "iGrants", "Home", and "Feedback". The main content area is titled "Allocation Amounts" with a sub-instruction: "The term allocation refers to dollar amounts a sub-recipient has been allocated for a particular funded program. The dollar amounts are often based on a detailed funding formula. This term is typically used for both federal and state funded programs." Below this are two dropdown filters: "Select a Fiscal Year" set to "11-12" and "Select a Funding Type" set to "Federal Grants" (with "State Grants" as an option). At the bottom of the page, there are links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "Copyright 2004 - 2007".

5. Clicking a **Funding Type** link on Allocation Amounts page displays allocation amounts for different form packages sorted by organization name.

**Notes:**

- Click the **Back** button to go back to the Inventory page.
- Click the **Print** icon to open the page in printer friendly view.



The screenshot shows a table titled "Allocations" under the heading "Test Web Server | iGrants". The table has columns for District, CoDist ID, Organization, Form Package ID, Form Package, and Amount. The data includes various organizations like Boys and Girls Clubs of South Puget Sound, Camp Fire USA Inland NW Council, Central Washington University, Communities in Schools of Lakewood, and Community Schools Collaboration of King County, along with their respective funding amounts.

District	CoDist ID	Organization	Form Package ID	Form Package	Amount
BGCSP		Boys and Girls Clubs of South Puget Sound	364	21st Century Community Learn Centers (Continuing Awards - Consortium)	\$335,273
CFIC		Camp Fire USA Inland NW Council	363	21st Century Community Learn Centers (Continuation Awards - District)	\$194,000
19901		Central Washington University	436	Special Education State Needs Projects	\$264,244
19901		Central Washington University	436	Special Education State Needs Projects	\$36,033
CSL		Communities in Schools of Lakewood	540	21st Century Community Learn Centers (New Applicants - District)	\$72,000
CSCKG		Community Schools Collaboration of King County	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$410,518
DECCA		Distributive Education Clubs of America	388	Student Leadership - Federal (Selected Recipients Only)	\$24,000
32801		Educational Service District 101	209	Title I Part D Subpart 1 N or D State Agency	\$32,158
32801		Educational Service District 101	231	Title III LEP (Consortium Package)	\$0
32801		Educational Service District 101	232	Title III LEP (District Package)	\$0
32801		Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$10,167
32801		Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$0
32801		Educational Service District 101	293	ARRA CSA Ed Tech Support Center (ETSC) ESDs 101, 112, 121	\$13,500
32801		Educational Service District 101	356	Title I Part D Training Proposal - Mini Grant	\$2,260
32801		Educational Service District 101	422	Prevention Intervention Services Program (Federal)	\$521,097
32801		Educational Service District 101	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$409,274
32801		Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050
32801		Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050

6. Clicking the **Indirect Rates** link on iGrants home page displays a page which describes the purpose of the indirect rate.

**Note:**

- The fiscal year defaults to the current year.



The screenshot shows a page titled "Indirect Rates" under the heading "Test Web Server | iGrants". It includes a sub-header "An indirect rate allowed by most grants helps subgrantees to offset the cost of providing program services. Not all grants allow an indirect rate to be applied. The programs that do allow an indirect rate are based on either a restricted, unrestricted, or state recovery percentage. Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (direct expenditures) plus a limited allowance for overhead or indirect expenditures." Below this is a "Select a Fiscal Year" dropdown menu set to "11-12" with a "Print" button next to it. At the bottom of the page are links for Privacy Policy, Disclaimer, Customer Support, and Copyright information.

7. Clicking the  button on the **Indirect Rates** page displays the indirect rates by type for organizations by the selected fiscal year.

**Notes:**

- Click the **Back** button to return to previous page
- Click the **Print** icon to print the page.



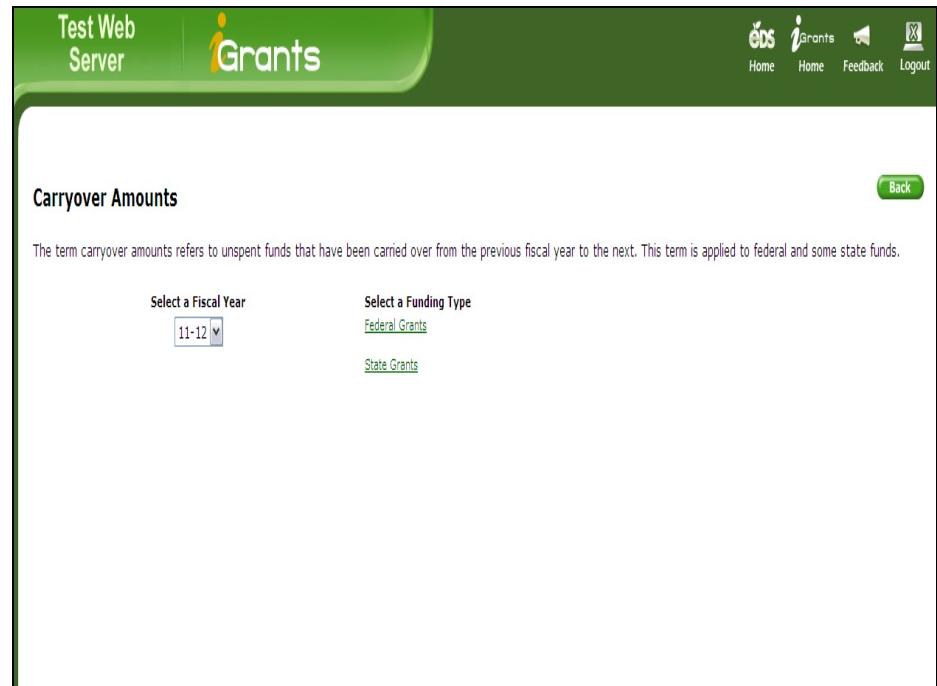
The screenshot shows the "Indirect Rates" page from the iGrants system. At the top, there are links for "Home", "Feedback", and "Logout". Below that, a "Back" button and a "Print" icon are visible. The main content area is titled "Indirect Rates" and includes a subtitle "for 11-12". A table lists "CoDist ID" and "Organization" along with "Restricted Rate", "Unrestricted Rate", and "Recovery Rate". The data is sorted by CoDist ID. The table contains approximately 40 rows of data.

CoDist ID	Organization	Restricted Rate	Unrestricted Rate	Recovery Rate
14005	Aberdeen School District	0.0225	0.1007	0.1421
21226	Adna School District	0.0315	0.185	0.189
22017	Almira School District	0.0472	0.2447	0.2921
29103	Anacortes School District	0.0256	0.1542	0.1627
31016	Arlington School District	0.0303	0.1295	0.1428
02420	Asotin-Anatone School District	0.0322	0.1583	0.1901
17408	Auburn School District	0.0275	0.1285	0.1344
18303	Bainbridge Island School District	0.0387	0.1741	0.1835
27931	Bates Technical College	0.1	0.0	0.0
06119	Battle Ground School District	0.037	0.1529	0.1529
17405	Bellevue School District	0.0347	0.1573	0.1603
37501	Bellingham School District	0.0357	0.1519	0.1592
01123	Benton School District	0.0349	0.2645	0.3225
27403	Bethel School District	0.0302	0.1311	0.1414
20203	Bickleton School District	0.0502	0.1755	0.1932
37503	Blaine School District	0.0207	0.169	0.1841
21234	Boisfort School District	0.0493	0.2544	0.3788
18100	Bremerton School District	0.0617	0.1948	0.1767
24111	Bremster School District	0.028	0.1863	0.198
09075	Bridgeport School District	0.0449	0.1777	0.1795
16046	Brinnon School District	0.1296	0.3417	0.3205
29100	Burlington-Edison School District	0.0435	0.1724	0.1819
06117	Camas School District	0.0354	0.1492	0.1582
06401	Cape Flattery School District	0.0322	0.1841	0.2159
27019	Carboneado School District	0.0545	0.3034	0.326
04228	Cascade School District	0.022	0.1568	0.1779
04222	Cashmere School District	0.0453	0.1422	0.2018

8. Clicking the **Carryover** link on iGrants home page displays the **Carryover Amounts** page.

**Notes:**

- Select a **Fiscal Year** from the drop-down. The fiscal year defaults to the current year.
- Select a **Funding Type** by clicking on the **Federal Grants** or **State Grants** link.



The screenshot shows the "Carryover Amounts" page from the iGrants system. At the top, there are links for "Home", "Feedback", and "Logout". Below that, a "Back" button and a "Print" icon are visible. The main content area is titled "Carryover Amounts". It includes a note about carryover amounts being unspent funds carried over from the previous fiscal year. There are two dropdown menus: "Select a Fiscal Year" (set to "11-12") and "Select a Funding Type" (with options "Federal Grants" and "State Grants").

9. Clicking the funding type link on the carryover amounts page displays the appropriate **carryover amounts** for all organizations by form package for the selected fiscal year.

**Notes:**

- Click the **Back** button to return to previous page.
- Click the **Print** icon to print the page.

The screenshot shows a software application window titled "Test Web Server" with the "iGrants" logo. At the top right, there are links for "Home", "Feedback", and "Logout". Below the title, the page is titled "Carryover" and specifies "Federal Funded for 10-11". The main content is a table with the following columns: CoDist ID, Organization, Form Package ID, Form Package, Amount, and Budget Category. The table lists numerous entries for different organizations like A.J. West Elementary, Aberdeen School District, etc., with their respective form packages (e.g., 365, 502, 201, 208, 232, 236, 239, 252, 267, 416, 426, 482, 485, 487, 500, 502, 503) and amounts (e.g., \$3,503, \$468, \$2,425, \$365,030, \$19,953, \$48,058, \$3,172, \$200,056, \$7,115, \$39,965, \$2,344, \$75,290, \$73,590, \$170,191, \$5,101, \$390,731, \$12,947, \$9,456, \$1,601, \$947, \$2,353, \$1,340, \$1,827, \$0, \$1,201-11 REAP). The "Form Package" column contains links to detailed descriptions of each funding type.

CoDist ID	Organization	Form Package ID	Form Package	Amount	Budget Category
2834	A.J. West Elementary	365	EETT Peer Coaching (Selected Recipients Only)	\$3,503	
2834	A.J. West Elementary	502	ARRA Peer Coaching (Carryover Only)	\$468	
2834	A.J. West Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,425	
14005	Aberdeen School District	201	Title I, Part A Improving Basic Programs	\$365,030	
14005	Aberdeen School District	208	Title I Part D Subpart 2 Neglected or Delinquent Local Agency	\$19,953 2010-11	
14005	Aberdeen School District	232	Title III LEP (District Package)	\$48,058	
14005	Aberdeen School District	236	Title II Part D Enhancing Education Through Technology	\$3,172 2010-11 Funding	
14005	Aberdeen School District	239	Title II Part A Teacher Principal Training and Recruiting	\$200,056	
14005	Aberdeen School District	252	Rural and Low-Income School Grant	\$7,115	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$39,965 IDEA-B	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$2,344 Section 619	
14005	Aberdeen School District	416	21st Century Community Learn Centers (Continuing Awards - District)	\$75,290	
14005	Aberdeen School District	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$73,590	
14005	Aberdeen School District	482	ARRA Title I, Part A	\$170,191	
14005	Aberdeen School District	485	ARRA McKinney-Vento Homeless Children and Youth	\$5,101	
14005	Aberdeen School District	487	ARRA Special Education IDEA B and Section 619 Carryover Funds	\$390,731 IDEA-B	
14005	Aberdeen School District	487	ARRA Special Education IDEA B and Section 619 Carryover Funds	\$12,947 Section 619	
14005	Aberdeen School District	500	ARRA Title II Part D (Carryover Only)	\$9,456	
3209	Abraham Lincoln Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,601	
3209	Abraham Lincoln Elementary	502	ARRA Peer Coaching (Carryover Only)	\$947	
3209	Abraham Lincoln Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,353	
2585	Acme Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$1,340	
2156	Adams Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,827	
21226	Adna School District	201	Title I, Part A Improving Basic Programs	\$0	
21226	Adna School District	236	Title II Part D Enhancing Education Through Technology	\$1 2010-11 REAP	

## 2.4 Resources

- Clicking the **Assurances** link on iGrants home page displays a page which describes the purpose of assurances and gives a list of individual federal and state program assurances.

**Note:**

- Select the appropriate fiscal year from the drop-down. The fiscal year defaults to the current year.

The screenshot shows the iGrants interface with a green header bar. The header includes the text "Test Web Server" and "Grants". On the right side of the header are links for "ebs Home", "iGrants Home", "Feedback", and "Logout". Below the header, a section titled "Assurances" is displayed. It contains a "Fiscal Period" dropdown set to "11-12". A list of program links follows:

- 21st CCLC Cohort 6 (Continuing Awards - District)
- 21st Century Community Learn Centers (Continuation Awards - Consortium)
- 21st Century Community Learn Centers (Continuation Awards - District)
- 21st Century Community Learn Centers (Continuing Awards - Consortium)
- 21st Century Community Learn Centers (Continuing Awards - District)
- 21st Century Community Learn Centers (Continuing Grantees - Consortium)
- 21st Century Community Learn Centers (Continuing Grantees - District)
- Advanced Placement Test Fee Program: IB
- College Readiness Initiative: Navigation 101 (Continuing Recipients Only)
- CSA Educational Technology Support Center (ETSC)
- CSA Educational Technology Support Center (ETSC)
- CSA Secondary Education and School Improvement
- Early Learning and STEM - Exploration and Wonder of the World

At the bottom right of the page are "Back" and "Print" buttons.

- Clicking any of the program links displays a page with the list of assurances associated with that program.

The screenshot shows a detailed view of the iGrants Assurances page for the "21st CCLC Cohort 6 (Continuing Awards - District) for 11-12". The header and top navigation are identical to the previous screenshot. The main content area is titled "Assurances". At the top of this section, there is a "Page 1" button. Below it, a dark green bar contains the text "Assurances 2011-12". The page then displays a section titled "Before completing this certification, please read assurances carefully." It continues with a statement about the applicant certifying compliance with assurances. Below this, there are two paragraphs of text: one about the applicant's assurance of truthfulness and another about project applicants signing the certificate.

3. Clicking the **General Resource Information** link on iGrants home page displays links to supportive documents on topics such as:

- ❖ ARRA (Stimulus) Guidance
- ❖ DUNS Numbers
- ❖ ESEA
- ❖ Nine Characteristics
- ❖ Transferability & REAP Guidance
- ❖ Time and Effort
- ❖ Comparability
- ❖ Lifecycle of a Grant
- ❖ Dollar Flow (Federal)
- ❖ Dollar Flow (State)
- ❖ Faith Based
- ❖ SAS Timeline

The screenshot shows the 'Test Web Server' header and the 'Grants' logo. In the top right corner, there are links for 'eds Home', 'iGrants Home', 'Feedback', and 'Logout'. A 'Back' button is in the top right of the content area. The main title is 'General Resource Information'. Below it, a paragraph explains the purpose of the section: 'The general resources section can be helpful to new users, as well as the seasoned grants manager. The supportive grant, legislation, and regulatory links and documents on topics such as ESEA, Transferability, and Time and Effort requirements, are designed to assist grants managers with grant, report, and consolidated program review preparation.' There is also a 'Print' icon in the top right of the content area.

## 2.4 Customer Service

1. Clicking the **Take Our Quick Survey** link on iGrants home page displays the **iGrants Survey Questions**.

The screenshot shows the 'Test Web Server' header and the 'Grants' logo. In the top right corner, there are links for 'eds Home', 'iGrants Home', 'Feedback', and 'Logout'. A 'Back' button is in the top right of the content area. The title is 'Survey'. Below it is a 'Save' icon. A large green box contains the title 'iGrants Survey Questions'. A message below it says, 'We'd like your feedback! Information from this short survey will help us determine items you like and items you feel need more attention.' Another message in a box says, 'We all know that getting the work completed, accurate and on time is an important aspect of our every day work.' A question box asks, 'Question 1: How well does iGrants fulfill your grant submission needs?' It includes a rating scale from 1 (Not Very Well) to 5 (Extremely So). The 'Print' icon is in the top right of the content area.

2. Clicking the **Contact Us with Technical Issues** link displays the technical support contact information.

The screenshot shows the 'Test Web Server' header and the 'Grants' logo. In the top right corner, there are links for 'eds Home', 'iGrants Home', 'Feedback', and 'Logout'. A 'Back' button is in the top right of the content area. The title is 'iGrants Contacts'. Below it are two contact entries: 'Terri Vatne' (iGrants System Administrator, (360) 725-6423, [iGrants@k12.wa.us](mailto:iGrants@k12.wa.us)) and 'Jan Burt' (iGrants System Specialist, (360) 725-4956, [iGrants@k12.wa.us](mailto:iGrants@k12.wa.us)). The 'Print' icon is in the top right of the content area.

### 3. Enter Form Package Data

The Form Package selector page displays when you login into the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected in the drop-down in the left-hand corner of the page. The form package initially displays with the status of **Not Initiated**. The form package pages are sometimes pre-populated even though the status is Not Initiated. That means the data entered last year has been copied over to the current fiscal period.

Clicking **Save** changes the status to **Draft**.

1. The initial view of the **Form Package Selector** page displays once you login into the iGrants system. The page displays the list of form packages a district can apply for.

#### Notes:

- Clicking the **Hide** link would hide the form package. This feature is specific to an individual computer.
- Click the **Include Hidden** checkbox and **Search** to **Unhide** the form package in the list.

This screenshot shows the 'Form Package Selector' page. At the top, there are search fields for 'Form Package ID', 'Form Package Name', 'Funding Group Type', 'Funding Type', and 'Milestone'. A checkbox for 'Include Hidden' is also present. Below these are three buttons: 'All Budgets' (highlighted in green), 'Report Tool', and 'Hide'. The main area displays a table of form packages with columns: ID, Name, OSPI Program Area, Form Pkg Available Date, Form Pkg Due Date, Current Form Pkg Status/Date, Modified, Modified (OSPI), Change Requests (Narrative/Data) / Revisions, and Budget Amount. The table contains several entries, including one labeled '21st Century Community Learning Centers (Continuation Awards - District)' which is currently hidden.

2. The search feature on the Form Package Selector page is used to search for specific form packages.

#### Notes:

- To locate a form package, enter the **3-digit Form Package ID**; click Search.
- You can view information on form package name, ID#, available date, due date, current status, and budget info/status.
- The default is to display data sorted by organization, but you can sort differently by clicking on the column headers.

This screenshot shows the 'Form Package Selector' page after a search for '219'. The search results table shows one entry: 'State Transitional Bilingual Instructional Program' with a status of 'Draft'. The table columns are identical to the first screenshot, showing the same data structure and highlighting for the 'All Budgets' button.

3. Clicking form package name or the ID displays the form package detail pages.

**Notes:**

- The contact page is the default page which displays, when you click the form package name or ID.
- Enter or update the data as required and click **Save**.
- The top of the page displays the form package name and the current status.
- Clicking **Set Back to Draft** icon would change the page status to draft and the icon changes to **Mark Completed**.
- After entering the data, click **Save** and **Mark Completed**.

Fiscal Period 11-12      274 Perkins (5-Year) Application Plan (Skill Centers Only)  
Current Form Package Status: Not Initiated

Help Contact Application Budget Finish Notify Notes

Mark Completed Save Print Print All

Contact information copied over from previous fiscal period.  
Please verify for accuracy.

Title:	
Last Name:	
First Name:	
Alternate's Last Name:	
Alternate's First Name:	
Address:	
City:	
State:	WA
Zip Code:	

All Budgets Report Tool

4. Clicking the **Application** tab, displays the form package pages.

**Notes:**

- Enter or update data as required and click the **Save** icon.
- Click the **Print All** icon to view and print all form package pages.
- After entering the data, click **Save** and **Mark Completed**.

Fiscal Period 11-12      274 Perkins (5-Year) Application Plan (Skill Centers Only)  
Current Form Package Status: Not Initiated

Help Contact Application Budget Finish Notify Notes

Mark Completed Save Print Print All

Page 1 Previous Next

Grant Administration Timeline for Substantially Approvable Status (SAS) Link To Document

SAS Tutorial Substantially Approvable Status Tutorial (How the SAS page in iGrants functions.)

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval	REAP-Eligible SAS Approval

5. Enter **Save** data on all the required pages and mark each page complete.

**Note:**

- Click **Next** to navigate between the pages.

6. Select the **Milestone Viewer** from the page drop-down to display the status of all form package pages.

**Note:**

- Clicking the page icon will display that page.

7. Clicking the **Budget** tab displays either the page to create a new budget or the list of existing budgets.

**Notes:**

- If you are creating a new budget, click the **New** button which will take you to the **Budget Indirect Rate Calculator**.
- If you are taking less than the indirect amount displayed, enter the amount in the white field, then use the **Calculate** button to recalculate the **Budgeted Direct Expenditures** amount.

8. Clicking the **Help** hyperlink displays the help page with the information on Budget Indirect Rate calculator.

**Budget Indirect Rate Calculator Help**

**Allocation Amount:** This amount should match the Total Budgeted Expenditures cell located at the bottom of the budget matrix.

**Indirect Rate:** Percentage of grant used for allowable indirect costs. These rates are calculated by School Financial Services.

**Indirect cost limits** ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (*direct expenditures*) plus a limited allowance for overhead or *indirect expenditures*.

**Indirect Amount:** Maximum amount allowed based on the following calculation:  
Allocation Amount divided by 1.(indirect rate) multiplied by (indirect rate).  
**Example:** \$929,069 / 1.023 X 0.023 = \$20,888

**Take Less, Than Indirect Amount:** Less than the indirect amount can be taken. Never more than indirect amount.  
**Example:** \$20,888 maximum amount. Districts choosing 0 to \$20,887 is allowed. If \$20,889 or more, an alert message will appear.

**Budgeted Direct Expenditures:** This amount is distributed throughout object and activity cells within the budget matrix . Budgeted Direct Expenditures, plus the Indirect Amount should equal the Total Budgeted Expenditures matching the Allocation Amount.  
(remainder to distribute within matrix cells)

**Total Budgeted Expenditures:** This is the grand total of the budget. This figure should match the allocation amount.  
(matches the allocation amount)

9. Clicking **Continue** on the Budget Indirect Rate Calculator page displays the **Budget Matrix**.

**Notes:**

- Enter/update data as required; click **Save**.
- Click **Back to Calculator** icon if you need to review figures from the calculator page.
- Once you click **Calculate Matrix**, the page refreshes to display the calculated values. Clicking **Save** will also calculate the page.
- Enter **Comments** at the bottom of the page, if appropriate, and click **Save**.
- Click **Mark Completed** to finalize budget. A check mark will display in the budget tab.

The screenshot shows the '274 Perkins (5-Year) Application Plan (Skill Centers Only)' page. At the top right, it says 'Puneet Arya Role: Site Administrator Aberdeen School District'. Below that is a toolbar with buttons for Help, Contact, Application, Budget, Finish, Notify, and Notes. The main area has sections for 'ESD: Educational Service District 113', 'CoDistID: 14005', 'Organization: Aberdeen School District', and 'Grant Number: 11-12 7/1/2011 8/31/2012'. There are fields for 'Fiscal Officer', 'Budget Contact Name', 'Budget Contact Phone', 'Category: 2011-12 Funding', and 'Budget Type: Original'. The central part of the screen is a large grid titled 'Object of Expenditure' with columns for Activity, Total, Debit Transfer, Credit Transfer, Salaries-Certified, Salaries-Classified, Benefits & Payroll Taxes, Supplies Invr. Resources & Non-Capitalized, Purchased Services, Travel, and Capital Outlay. The grid contains rows for various budget items like Public Relations, Instruction, Learning Resources, etc.

10. Once you enter data, save, and mark all pages complete, click the **Finish** tab. The page refreshes to display icons for all form package components.

**Notes:**

- The **Finish** page will display a check mark in each icon if that section is complete. If there is not a check mark in the icon, go back to that tab and make sure all pages are marked completed.
- All the icons, including the one for Required Pages (located in the left-hand navigation bar), must display a check mark in order to submit a form package for Org Review.

The screenshot shows the 'Test Web Server' page for the '274 Perkins (5-Year) Application Plan (Skill Centers Only)'. At the top right, it says 'Puneet Arya Role: Site Aberdeen School District'. Below that is a toolbar with buttons for Help, Contact, Application, Budget, Finish, Notify, and Notes. The main area has sections for 'ESD: Educational Service District 113', 'CoDistID: 14005', 'Organization: Aberdeen School District', and 'Grant Number: 11-12 7/1/2011 8/31/2012'. There are fields for 'Fiscal Officer', 'Budget Contact Name', 'Budget Contact Phone', 'Category: 2011-12 Funding', and 'Budget Type: Original'. A message box in the center says 'IMPORTANT! All components must display a check mark before a form package can be marked finished.' Below it, it says 'Required: Contact: Application: Budget:' with icons. A note below says 'SEE DISTRICT OFFICIALS if the Required Pages icon is not displaying a check mark.'

11. Once all pages have been marked complete and you have clicked the Finish tab, click the **Notify** tab to send an email to your organization's iGrants Administrator.

**Notes:**

- Click the **Send Message** button to send the email.
- Current form package status now changes to **Under Org Review**.

12. Once you have clicked Notify and the form package has been assigned the status of Under Org Review, the form package can be submitted to OSPI for review.

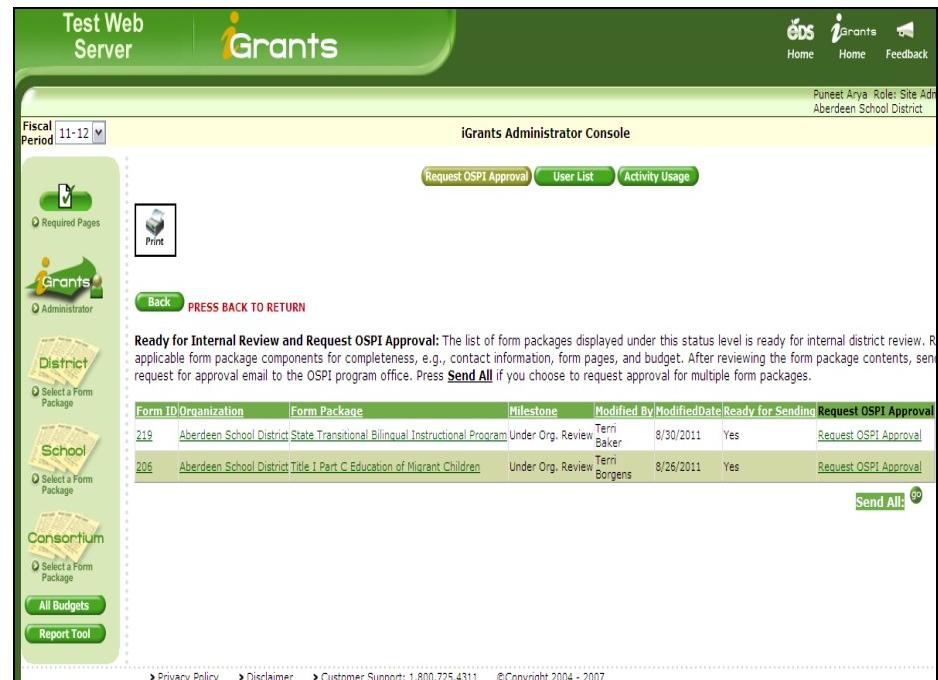
**Notes:**

- **Submitting a form package to OSPI** can only be done by your organization's iGrants Administrator.
- The iGrants Administrator must click the **iGrants Administrator icon** in the left-hand navigation bar to reveal the **iGrants Administrator Console**.
- Click the button to display form packages ready to send to OSPI for approval.

13. Clicking the  button displays the **Request for OSPI Approval Page**.

**Notes:**

- Clicking the **Request OSPI Approval** link changes the form package status to **Requested OSPI Approval** and sends an email to the OSPI program manager.
- Clicking the **Send All**  button submits all the form packages displayed on the list.
- Once the form package status is changed to **Requested OSPI Approval**, the organization is locked out and cannot make further changes.

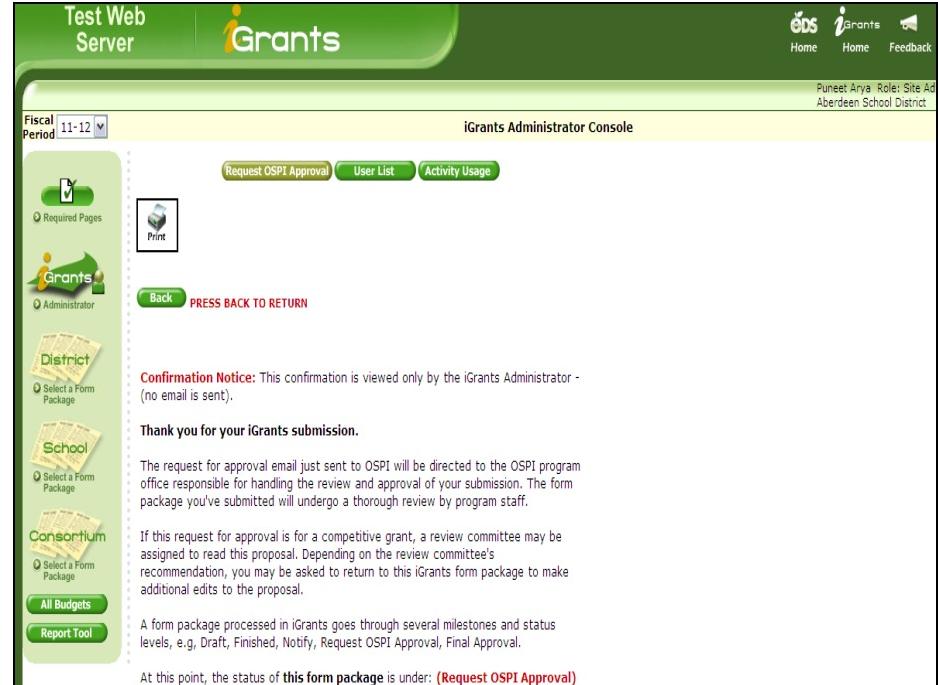


Form ID/Organization	Form Package	Milestone	Modified By	Modified Date	Ready for Sending	Request OSPI Approval
219	Aberdeen School District State Transitional Bilingual Instructional Program	Under Org. Review	Terri Borgens	8/30/2011	Yes	<a href="#">Request OSPI Approval</a>
206	Aberdeen School District Title I Part C Education of Migrant Children	Under Org. Review	Terri Borgens	8/26/2011	Yes	<a href="#">Request OSPI Approval</a>

14. Clicking the **Request OSPI Approval** link displays the **Confirmation Page**.

**Notes:**

- Click the **Print** icon to print.
- Click the **Back** button to navigate to the previous page.
- The iGrants Administrator can also access the **User List** and **Activity Usage** tabs to get information on iGrants users and system usage.



**Confirmation Notice:** This confirmation is viewed only by the iGrants Administrator - (no email is sent).

Thank you for your iGrants submission.

The request for approval email just sent to OSPI will be directed to the OSPI program office responsible for handling the review and approval of your submission. The form package you've submitted will undergo a thorough review by program staff.

If this request for approval is for a competitive grant, a review committee may be assigned to read this proposal. Depending on the review committee's recommendation, you may be asked to return to this iGrants form package to make additional edits to the proposal.

A form package processed in iGrants goes through several milestones and status levels, e.g., Draft, Finished, Notify, Request OSPI Approval, Final Approval.

At this point, the status of this form package is under: [\(Request OSPI Approval\)](#)

15. Click on the **Notes** tab to enter and view notes.

**Notes:**

- All system-generated emails are recorded in Notes.
- You may also manually enter notes in the text box and click the **Add** button. The page refreshes to display your message in the notes table. The system will also record your name and the date of manual entry.

The screenshot shows the iGrants application interface. At the top, there's a green header bar with the text "Test Web Server" and the "iGrants" logo. On the right side of the header, there are links for "eds Home", "iGrants Home", and "Feedback". Below the header, the main content area has a title "274 Perkins (5-Year) Application Plan (Skill Centers Only)" and a status message "Current Form Package Status: Not Initiated". A navigation menu on the left includes links for "Fiscal Period 11-12", "Help", "Contact", "Application", "Budget", "Finish", "Notify", and "Notes". The "Notes" link is highlighted. A "Print" button is also present. The main content area contains a table titled "Written By Written On Note" with one row of data. The row shows "Edit Purveet Arya" in the "Written By" column, "8/29/2011" in the "Written On" column, and "Form Package" in the "Note" column. There are "Delete" and "Add" buttons at the bottom of the table. On the far left, there's a sidebar with icons for "Grants", "Administrator", "District", "School", and "Consortium", each with a "Select a Form Package" link. At the bottom of the sidebar is a "All Budgets" button.

Written By	Written On	Note
Edit Purveet Arya	8/29/2011	Form Package

## 4. Update Form Package Data

Sometimes form packages are sent back to districts for further work. The form package status is then changed from **Under OSPI Review** to **Needs More Work**.

- To find form packages that have been put under **Needs More Work**, use the Milestone drop-down on the Form Package Selector page. Select **Needs More Work** and click **Search**. The page refreshes to display the appropriate results.

**Note:**

- Click form package name or ID to see the form package data.

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified By	Modified (OSPI)	Change Requests (Narrative/Data)/Reqs	Budget Amo/Res
215	Perkins (5 Year) Application Plan (District Package)	Perkins	06/08/2011	9/1/2011 5:00:00 PM	Needs More Work	Lynn Stritmatter-Green	Mary Nagel 08/29/2011		
267	Special Education IDEA Part B Sections 611 and 619	Special Education	05/16/2011	7/1/2011 5:00:00 PM	Needs More Work	Jean Prochaska 08/15/2011	Valerie Arnold 08/09/2011		Section Orig \$748
219	State Transitional Bilingual Instructional Program	Bilingual	06/13/2011	7/1/2011 5:00:00 PM	Needs More Work	Jean Prochaska 08/26/2011	Puneet Arya 08/30/2011		Section Orig \$413 Com Orig \$210

- The tab containing pages that need more work displays with a **Yellow icon**. Pages needing more work display with a status of **Needs More Work** on the drop-down list of pages. (If there is only one page in the form package, this is not the case.)

**Notes:**

- Click **Req. OSPI Review** once suggested changes have been made.
- The **form package status will remain as Needs More Work** until OSPI puts the corrected page under review. Then the form package status will change to **Under OSPI Review**.

Save	Req. OSPI Review	Print	Print All	Modified By	Modified On	Modified By	Modified On
				By Org.	By Org.	By OSPI	By OSPI
				Jean Prochaska	8/26/2011 4:34 PM	Puneet Arya	8/30/2011 8:10 PM

Page 1

**Use of Funds**  
TBIP Funds CANNOT be combined with other funds in Title I schoolwides.

**Estimated Count**

Estimated TBIP Allocation: \$210,244

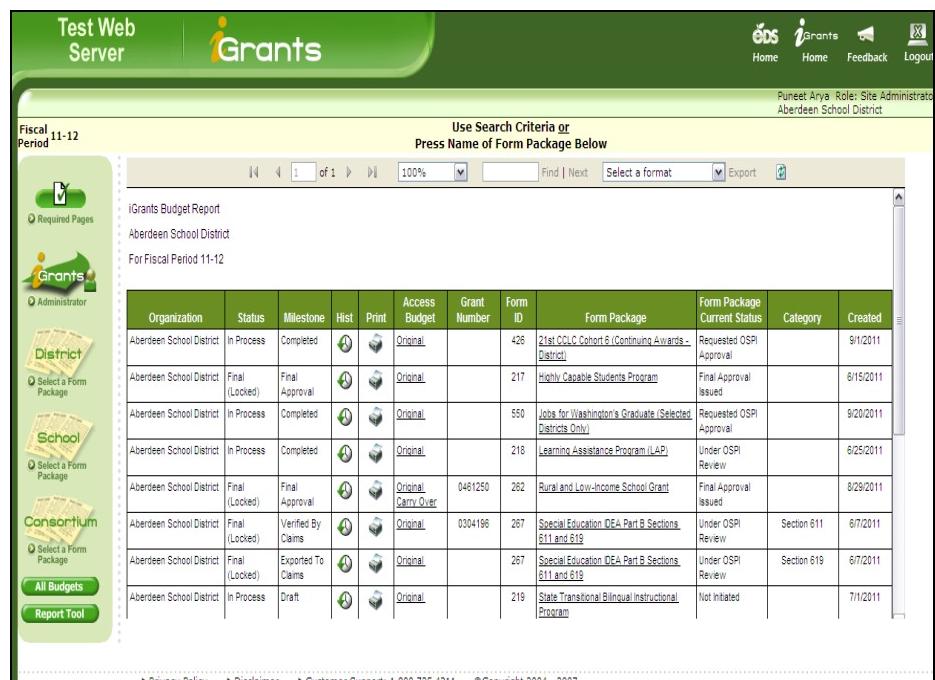
For more information on the allocation calculation, please refer to the [Categorical Calculation Model](#).

## 5. All Budgets

- Clicking the **All Budgets** button in the left-hand navigation bar displays the **iGrants Budget Report** page with links to all budgets.

### Notes:

- The **Budget Report** page displays budgets for current fiscal period only.
- Click the  icon to view the budget status and history.
- Click the  icon to print.
- Click **Access Budget** link or the form package name to view the budget.



The screenshot shows the 'iGrants Budget Report' page for the Aberdeen School District. The page title is 'iGrants Budget Report' and it specifies 'For Fiscal Period 11-12'. On the left, there is a sidebar with icons for 'Required Pages', 'Administrator', 'District', 'School', and 'Consortium', each with a 'Select a Form Package' link. Below these are two buttons: 'All Budgets' and 'Report Tool'. The main content area contains a table with columns: Organization, Status, Milestone, Hist, Print, Access Budget, Grant Number, Form ID, Form Package, Form Package Current Status, Category, and Created. The table lists eight entries for the Aberdeen School District, each with a unique ID, status like 'In Process' or 'Final Approval Issued', and various grant names. At the bottom of the page are links for 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and copyright information.

Organization	Status	Milestone	Hist	Print	Access Budget	Grant Number	Form ID	Form Package	Form Package Current Status	Category	Created
Aberdeen School District	In Process	Completed			Original		426	21st CCLC Cohort 6 (Continuing Awards - District)	Requested OSPI Approval		9/1/2011
Aberdeen School District	Final (Locked)	Final Approval			Original		217	Highly Capable Students Program	Final Approval Issued		8/15/2011
Aberdeen School District	In Process	Completed			Original		550	Jobs for Washington's Graduate (Selected Districts Only)	Requested OSPI Approval		8/20/2011
Aberdeen School District	In Process	Completed			Original		218	Learning Assistance Program (LAP)	Under OSPI Review		8/25/2011
Aberdeen School District	Final (Locked)	Final Approval			Original, Carry Over	0481250	262	Rural and Low-Income School Grant	Final Approval Issued		8/29/2011
Aberdeen School District	Final (Locked)	Verified By Claims			Original	0304198	267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 611	8/7/2011
Aberdeen School District	Final (Locked)	Exported To Claims			Original		267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 619	8/7/2011
Aberdeen School District	In Process	Draft			Original		219	State Transitional Bilingual Instructional Program	Not Initiated		7/1/2011

- Clicking the  icon on the Budget Report page displays the **Budget Status and History** page in a new window.



The screenshot shows the 'Budget Status and History' page for a specific budget package. The title is 'Budget Status and History'. The page displays the following details:

- Form Package:** 426 21st CCLC Cohort 6 (Continuing Awards - District)
- Organization:** Aberdeen School District
- Grant Number:** N/A
- Revision:** Original
- Direct Expenditures:** \$479,808
- Indirect Expenditures:** \$10,796
- Total Expenditures:** \$490,604
- Current Status:** In Process
- Current Milestone:** Completed
- Current Date:** 10/7/2011
- Last Modified By:** Lynn Stritmatter-Green
- Last Modified Date:** 9/1/2011
- OSPI Last Modified By:** (empty)
- OSPI Last Modified Date:** (empty)

Below this section is a 'Milestone History' table:

Initiated:	Completed:
9/1/2011	9/1/2011

## 6. Report Tool

The Report tool is used to generate and print a report. Currently, clicking the **Report Tool** icon in the left-hand navigation bar takes you back to the **Form Package Selector** page (see section 2.3) where you can search and print the form package data.

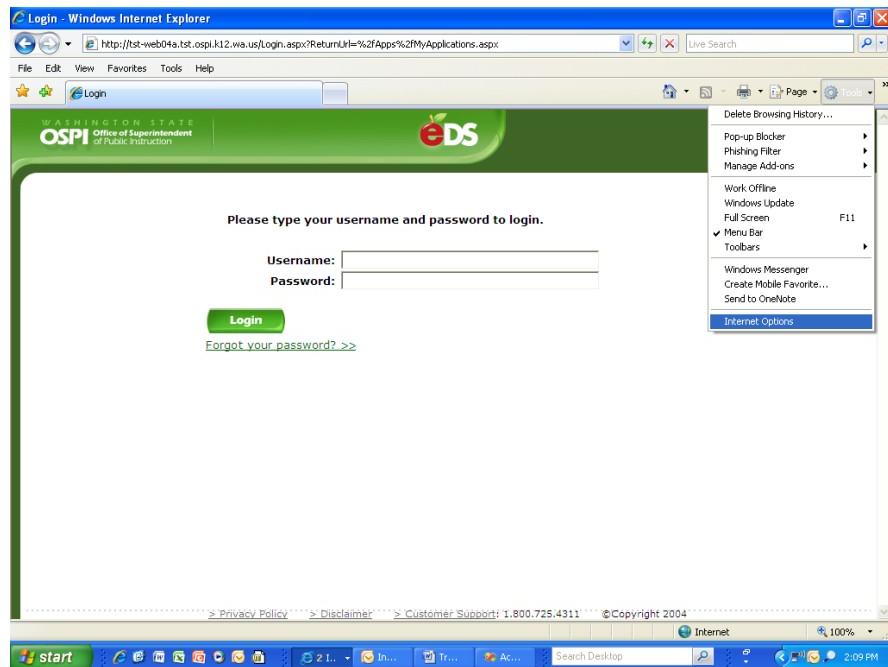
**Note:** iGrants is working on a future enhancement that will enable districts to run form package reports and download as Excel documents. This section of the user manual will be updated with instructions on how that works once the enhancement is in place.

The screenshot shows the iGrants web interface. At the top, there's a green header bar with the text "Test Web Server" on the left, the iGrants logo in the center, and links for "éDS Home", "iGrants Home", and "Feedback" on the right. A user profile at the top right indicates "Puneet Arya Role: Site Administrator Office of Superintendent of Public 1". Below the header, a sidebar on the left contains icons for "Administrator", "District" (with "Select a Form Package" link), "School" (with "Select a Form Package" link), "Consortium" (with "Select a Form Package" link), "All Budgets" (in a green button), and "Report Tool" (in a green button). The main content area is titled "Form Package Selector" and includes fields for "Form Package ID" (with a dropdown menu), "Form Package Name" (text input), "Funding Group Type" (dropdown menu set to "All"), "Funding Type" (dropdown menu set to "All"), and "Milestone" (dropdown menu set to "All"). There are "Search" and "Show All" buttons at the top of this form. At the bottom of the page, there are links for "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and copyright information "©Copyright 2004 - 2007".

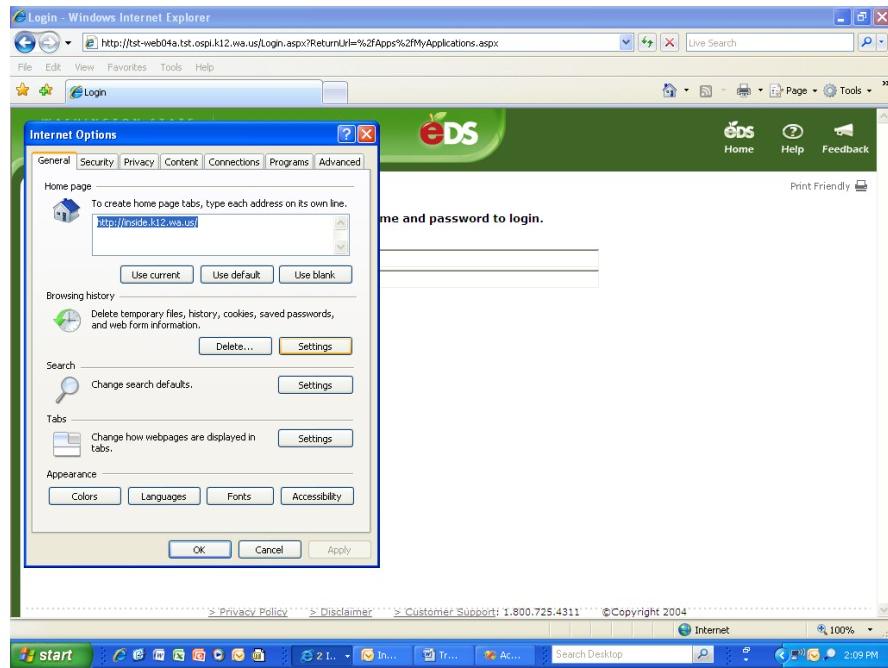
(See section 2.3 for details)

## Appendix A – Adjusting the Browser Settings

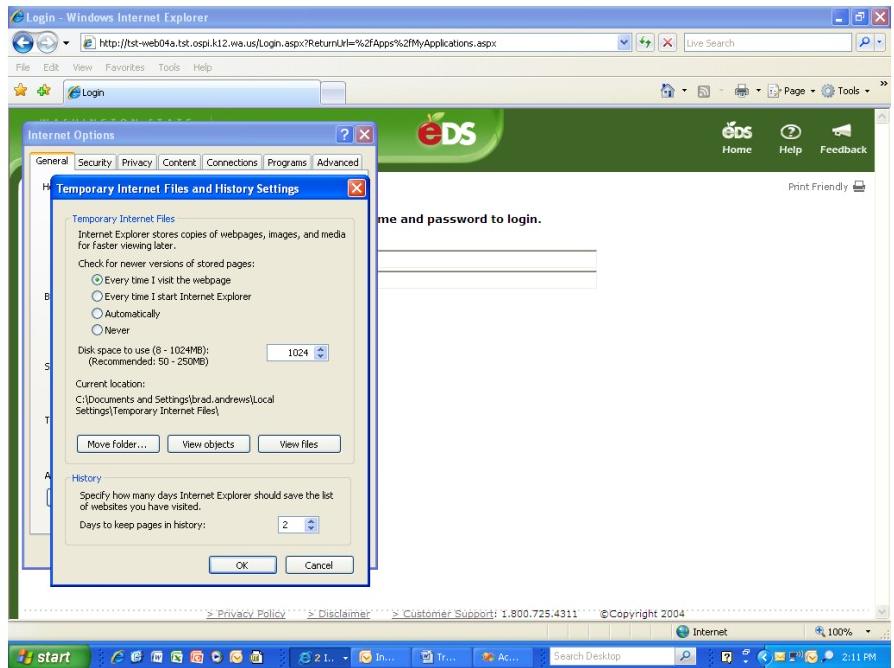
1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your Web browser. You may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select **Internet Options**.



2. A window will display with Internet Options. On the **General** tab, under the heading Browsing history click the **Settings** button.



- Another window will display with Temporary Internet Files and History Settings. Under the heading **Temporary Internet Files**, select the first radio button that says **Every time I visit the webpage**. Click OK.



- This window will close and the Internet Options window will display. Click OK again to close this window.
- Your browser settings are now adjusted and will remain the default each time you open the IE browser.

